



**United States Department of the Interior**  
**BUREAU OF LAND MANAGEMENT**

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EMS TRANSMISSION: 3/24/14  
Instruction Memorandum No. **CA-2014-012**  
Expires: 9/30/15

To: Managers and Supervisors

From: Deputy State Director, Support Services

Subject: Funding Union Travel for Representational Purposes

This Instruction Memorandum (IM) renews California's policy regarding the funding of travel by Union Stewards for representational purposes.

For Employer instigated meetings requiring a Union presence such as a "Formal Meeting" or "Weingarten Meeting," the Employer is responsible for all appropriate Union travel and per diem costs. The Field Office requiring participation of the Union will typically be responsible for the Union's travel costs. However, in order to better manage and track Union travel, and to ensure that the appropriate party pays, the Field Office will provide the cost code to The California State Office (CASO), Office of Human Recourses (HR), Labor Relations Specialist who will in-turn provide it to the Union.

For Employee/Union instigated travel to attend meetings such as grievance meetings, disciplinary replies, or mid-term negotiations the Union is provided, through the Master Labor Agreement (MLA), \$8,000.00 per fiscal year to fund their reasonable travel and per diem. A fund center and WBS codes have been established in connection with this \$8,000.00.

The Union is responsible for funding their travel after the expenditure of the \$8,000.00 allowance provided by MLA or for travel associated with purposes not listed above.

Supervisors and Managers should **not** provide the Union with cost codes. The Union must contact the CASO, Labor Relations Specialist when a cost code is required.

For questions regarding this IM, please contact the Labor Relations Specialist, Christine Foley, at [Christine\\_Foley@blm.gov](mailto:Christine_Foley@blm.gov) or 916-978-4496.

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